



Rio Arriba County Detention Center (RACDC) POLICY 098 HOUSING JUVINILES

This is an Adult Detention Facility, for the detention and or incarceration of Adults Only. All arresting agencies brining known juveniles and or persons determined by the staff to be juveniles shall be immediately instructed to relocate those juveniles to an appropriate facility which has been properly designed and authorized to hold/house such juveniles as quickly as possible consistent wither their legal rights to insure that those rights' are not violated.

Procedures:

- A. Whenever facility personnel, (eg a booking officer) determine or suspect that an individual brought into the facility may be under that legal age for incarceration in "adults only" detention facility for any reason, the following protocol will be utilized to insure the prompt removal for the juvenile (s) from the facility.
 - i. The Booking Officer shall immediately advise the facility administration of his/her reason(s) for determine/suspecting that the person (s) in the custody of the arresting agency has/have juvenile status.
 - ii. The individual in question shall be placed in location away from the adult population of the facility where his/her welfare can be monitored while his/her status is being confirmed.
 - iii. Appropriate juvenile authorities shall be immediately notified of the situations and their instructions regarding the disposition of the juvenile (s) shall be followed by the Detention Facility Staff and the law enforcement agency with our delay.
 - iv. All of the foregoing will be thoroughly documented by the facility personnel, including the times that the individual was entered into this facility, the juvenile authorities were notified, the course of action they recommended, their recommendations and staff follow up actions.
 - v. As soon as time permit thereafter, sufficient written documentation will be prepared by all involved department personnel, (communication logs, field reports incident reports, etc) to insure that an accurate record of the incident is available for future reference.
 - vi. Supervisory personnel will review all such documentation in a timely manner as soon as possible.